

No: Y15-106

Title: Internet Servers and Web Information Release

Rev: 11/01/2000

This procedure defines the process, approvals, and controls necessary for registering an information server (hereafter known as Web server) and placing and maintaining information on Web servers managed or controlled by BWXT Y-12, L.L.C.

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**BWXT Y-12 LLC  
PROCEDURE BLUE SHEET**

Effective Date: November 1, 2000  
Page: 1 of 1

This blue sheet applies to: ☐ Entire Manual or ☒ Procedures Specified Below

<b>Manual Title</b> 15 Series Management Systems		
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If complete revision required, identify need:		
<b>Description of Change</b> <u>General</u> Replace Lockheed Martin Energy Systems (LMES) with BWXT Y-12, LLC Replace LMES with BWXT Y-12, LLC Replace Energy Systems with BWXT Y-12, LLC Change name of Office of Communications to Public Relations  <u>Source Documents</u> Replace DOE Order 1360.2B, "Unclassified Computer Security Program" with DOE N 205.1, "Unclassified Cyber Security Program" Delete Lockheed Martin Corporation CPS-201, "Release of Information" Delete Lockheed Martin CPS-710, "Protection of Sensitive Data" Replace Lockheed Martin Information Protection Manual with ES/PSO-1, Manual for the Protection and Control of Classified Matter and Other Protected Information		
This document has been reviewed and determined not to require an ADC or UCNI review in accordance with ES/PSO-1.		
SIGNATURE ON FILE Doris Heim		10/13/00 Date
Prepared By: SIGNATURE ON FILE Susan Reed		Date: 10/12/00
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Approved By: SIGNATURE ON FILE Doris Heim, Functional Manager		Date: 10/13/00 Business Systems Department

**Lockheed Martin Energy Systems, Inc.**  
**Command Media**

Number: Y15-106  
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Energy Systems  
Management Control

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**Approved signatures and dates on file.**

Jane Z. Cohen  
Prepared by

9/10/98  
Date

**Approvals:**

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9/10/98  
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Date

This procedure has been reviewed by an  
Authorized Derivative Classifier and has  
been determined to be UNCLASSIFIED.  
This review does not constitute clearance  
for public release.

N/A per ES/PSO-1  
Name and Date

September 30, 1998

Effective Date

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**REVISION LOG**

Effective Date	Description of Change	Pages Affected
September 30, 1998	<p>New document. PM/R 98-IMS-002</p> <p>(1) Implements a complete revision of IO-160 to reflect changes in organizational roles and technological advances. These revisions establish the necessary control for the current environment.</p> <p>(2) Adds requirements from Lockheed Martin Corporation source documents to the procedure and to the administrative and technical basis.</p> <p>(3) Revises forms associated with the procedure to reflect changes.</p> <p>(4) Changes procedure title from "Information Servers and Electronic Information Release" to "Internet Servers and Web Information Release."</p>	All

**Subject: Internet Servers and Web Information Release****PURPOSE**

This procedure defines the process, approvals, and controls necessary for registering an information server (hereafter known as Web server) and placing and maintaining information on Web servers managed or controlled by Lockheed Martin Energy Systems (LMES).

**APPLIES TO**

This procedure applies to servers managed or controlled by LMES personnel or to information placed on Web servers managed or controlled by LMES personnel.

This procedure does not apply to servers or information on servers using a Computing and Telecommunications Security Organization (CTSO)-approved scheme of authentication for all information in the server's domain (for example, a server whose only function is to distribute licensed software to users and requires login with user identification and password to access any information on the server.)

**DEFINITIONS****Terms**

- “Information” includes data, text, graphics, software, audio, and multimedia files.
- “Hard copy” includes information on paper, viewgraphs, slides, photographs, and videos.
- “Administrative information” is functional information that is not scientific, technical or operational in nature. This includes information such as cafeteria menus, schedules of corporate events, general Benefit Plans information, functional directories, etc.
- “Information area” is a group of files related by content and placed in an assigned directory on a specified server. An information area may use hypertext transfer protocol (HTTP), anonymous file transfer protocol (FTP), or newsgroup protocol.
- A “Web server” is the repository for information delivered between a browser and the server via a protocol such as HTTP.
- A “registered information server” is a Web server that has received all the required signatures on UCN-20295R1.
- “Centrally managed servers” are registered information servers. They are funded by a fee based on user identification (UID) and are available for use by LMES organizations. (See <http://www-internal-lmes1.ornl.gov/webpool/> and <http://www-internal-lmes1.ornl.gov/webpool/ncsgroup.html>.)
- “LMES external Web server” refers to the set of Web servers that is accessible to the public without authentication.

**Subject: Internet Servers and Web Information Release****DEFINITIONS  
(continued)**

- “LMES internal Web server” refers to the set of Web servers that is accessible from within the LMES network or to staff with an LMES UID and password.





**Roles**

- CTSO refers to a representative of the Computing and Telecommunications Security Organization (<http://www-internal.ornl.gov/ctso/orgchart.html>).
- The Information Owner is the person responsible for the content of an information area on a Web server.
- The Information Maintainer (Maintainer) has responsibility for putting files on the Web server and for updating/removing files from the server as directed by the Information Owner.
- The Administrator is usually the System Administrator who keeps the documents and/or management plan for a Web server.
- The Approver is a division-level manager or delegate who accepts division/program responsibility for a Web server (as noted by signature on UCN-20295R1) or for an information area on a Web server (as noted by signature on UCN-20297R1).
- The Office of Communications reviews all external Web sites in accordance with Lockheed Martin corporate policy.
- For all information submitted to it, the Technical Information Office (TIO) performs a policy/sensitivity review for unclassified sensitive information and coordinates Classification, Office of Communications, and other reviewers as required.

**Access**




- Access to a Web server can be either authenticated or unauthenticated. Authentication is a CTSO-approved means of identifying the end user, normally with a UID token and password.

**OTHER  
DOCUMENTS  
NEEDED**

- “LMES WWW Document Style Guidelines”  
([http://www-internal.ornl.gov/lmhome/guidelines/Style\\_Guide.htm](http://www-internal.ornl.gov/lmhome/guidelines/Style_Guide.htm)) 
- UCN-20295R1, “Information Server Registration”  
(<http://www-internal.ornl.gov/library/UCN/UCN-20295.pdf>) 
- UCN-20297R1, “Approval Form for LMES Web Site Information”  
(<http://www-internal.ornl.gov/library/UCN/UCN-20297.pdf>) 
- UCN-7721B, “Oak Ridge Y-12 Plant Information Control”  
(<http://www-internal.ornl.gov/library/UCN/UCN-7721B.pdf>) 

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**OTHER  
DOCUMENTS  
NEEDED  
(continued)**

- IO-154, "Releasing Scientific, Technical, and Operational Information"  
(<http://www-internal.ornl.gov/acm/procedures/io154.htm>) 
- ESS-LE-402, "Proprietary Information"  
(<http://www-internal.ornl.gov/acm/procedures/essle402.htm>) 
- Y-12 Technical Information Office home page  
([http://www.ctd.ornl.gov/csis/tio/tech\\_dir.htm](http://www.ctd.ornl.gov/csis/tio/tech_dir.htm)) 
- Lockheed Martin Corporate Policy on Release of Information,  
CPS-201 (Item 2.10, "Internet,"  
<http://www-internal.ornl.gov/p3/sites/lockmart/cps-201.html>)

**WHAT TO DO**

**A. To set up a new internal or external Web Server, register the server as follows:**

Administrator

1. Initiates UCN-20295R1, "Information Server Registration."
2. Conducts a pre-startup server security review with CTSO.

Approver

3. Ensures the above actions have been taken.
4. Approves UCN-20295R1 and sends to CTSO.

CTSO

5. Assists with a pre-startup security review of server.
6. Acknowledges server registration to the Administrator.
7. Monitors the server periodically.
8. Notifies the Administrator of security problems.

Administrator

9. Keeps record copy of UCN-20295R1 as required by Records Management schedules.

**B. To decommission a registered internal or external Web server:**

Approver

1. Notifies CTSO when a registered server is no longer used.

Administrator

2. Disposes of UCN-20295R1 as required by records management schedules.

CTSO

3. **IF** a server has been operated contrary to Energy Systems policy and procedure,

**THEN**

decommissions the server temporarily or permanently.

- a. Consults the Administrator and the server Approver (from UCN-20295R1) before taking needed action to permanently decommission server.
- b. Communicates the CTSO decision to the Administrator.

Administrator

- c. Notifies the Approver of the decommissioning.



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**C. To place information on a registered Web server (content-related steps):**





Information Owner

Note: The following steps are requirements for both internal and external information areas unless specifically noted.

1. Determines the expected audience for the information and implements access controls accordingly.
  - Non-Energy Systems employees, including foreign nationals, students, guests, and subcontractors, may have been assigned an LMES UID and password, providing offsite access to the LMES Internal network, **or** they can access this network at one of the library service points.
  - Many members of the DOE community in Oak Ridge, Portsmouth and Paducah use the Web servers currently in the LMES network.
2. Determines the appropriate server, based on the level of access control required by the sensitivity of the information being posted. (Contact the Administrator or the Administrator's delegate of centrally managed servers for guidance. See <http://www-internal-lmes1.ornl.gov/webpool/> and <http://www-internal-lmes.ornl.gov/its/misc/webshare.htm>.)
  - a. **IF** information is being placed on a non-centrally managed server, **THEN**  
verifies that the Server is registered. (See <http://landev.ens.ornl.gov>; choose "Search Registered Network Devices by TCP/IP Address or Name.")
3. Ensures that information being posted is correct and business related.
4. Ensures that links to external sites (sites outside of the ornl.gov domain) are business related.
5. Ensures that information being posted is current and will stay current.
  - The organization has determined the frequency of currency review (at least once per quarter).
  - Funding for maintenance of the site has been appropriated, and primary and alternate maintainers have been named.
6. Ensures that the contents of the Web site do not obligate anyone without his/her knowledge.

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Information Owner  
(continued)

7. Ensures that any sensitive information on the Web site is adequately protected by CTSO-approved authentication control and that there are no proprietary concerns involved (such as CRADA information).
  - Information that requires protection (unclassified-sensitive personnel information, proprietary or protected CRADA information, export controlled information, etc.) should not be placed on an internal server without CTSO-approved authentication control. Classified information requires special handling; when dealing with classified information, follow all the requirements specified by the CTSO. Classified information can only be placed on a classified server.
  - See ESS-LE-402, "Proprietary Information," for more information on proprietary concerns.
8. Ensures that a link to the standard disclaimer appears on the home page of external information areas and on the contents or index page for certain documents in both internal and external information areas (see TIO Home Page for disclaimer text:  
<http://www-internal.ornl.gov/csis/tio/tioinfo.htm>). 
9. Ensures that copyright implications for the content of the Web site have been considered (see <http://www-internal.ornl.gov/csis/tio/ysa763.pdf> for more information). 
  - When copyrighted information created by an outside entity is included, written permission must be obtained from the copyright holder, and the material must be properly cited.
  - Trademarks should be identified with the trademark symbol.
10. Ensures that no external access has been given to copyrighted information or software for which the company holds only a limited site license.
11. Ensures that Lockheed Martin logos and/or logotype conform to the guidelines provided by the Corporate Communications Office (<http://www-internal.ornl.gov/p3/sites/lockmart/cps-202.html>). (See [http://www-internal.ornl.gov/IMS/gdshome/GDS\\_downloads.html](http://www-internal.ornl.gov/IMS/gdshome/GDS_downloads.html) for instructions on use of Lockheed Martin logo and logotype.) 
12. Refers to LMES WWW Document Style Guidelines ([http://www-internal.ornl.gov/lmhome/guidelines/Style\\_Guide.htm](http://www-internal.ornl.gov/lmhome/guidelines/Style_Guide.htm)) to ensure that Web pages include all recommended elements. 

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**D. To obtain review and release of information for placement in an information area on a registered Web server (approval-related steps):**

Information Owner

- Note 1. The following steps are requirements for both internal and external information areas unless specifically noted.
- Note 2. Approval requirements for electronic information are the same as those for information released in hard-copy format.
- Note 3. Anything cleared for an external server may be placed on an internal server. Information placed on an internal server could be accessed by outside entities. (See C.1. above.)
1. Completes Part I of UCN-20297R1, "Approval Form for LMES Web Site Information," including division approval signature and a review by an Authorized Derivative Classifier.
  2. Obtains approvals (Part II of UCN-20297R1) as noted in steps 3 through 5 below.
  3. Submits UCN-20297R1 to the Technical Information Office (TIO) when the information is derived from scientific and technical studies, work, or investigations that relate to research, development, demonstration, and other specialized areas (such as environmental, safety and health, and waste management), including unclassified, classified, unclassified sensitive, and operational information pertaining to operations of the facilities managed by Energy Systems for DOE, and when the information has not previously been approved for public release by TIO.  
  
TIO approval is not required on Part II of UCN-20297R1 if the information has been previously cleared in hard copy format for public release by the TIO (steps 2 and 3 above). Step 1 above still applies.
  4. Submits UCN-20297R1 to the Office of Communications for approval if the information is to be posted on an external server and does not require TIO review because it is administrative in nature. (See the definition of administrative information or contact the TIO for specifics.)
  5. Signs UCN-20297R1 (bottom of Part II) (1) to certify that proper approvals have been obtained and that records are on file, (2) to certify that updates to the information area will reflect decisions of the TIO, Classification Office, and Office of Communications regarding reapproval as indicated on UCN-20297R1, and (3) to authorize the release of information on the Web server.

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Information Owner  
(continued)

6. Submits completed UCN-20297R1 to the Administrator (or the Administrator's delegate. (See <http://www-internal-lmes1.ornl.gov/webpool/> and <http://www-internal-lmes.ornl.gov/its/misc/webshare.htm>.)

**E. To maintain information on a registered Web server:**

Note: The following steps are requirements for both internal and external information areas unless specifically noted.

Information Owner

1. Ensures that all information in the designated information area on the Web server is reviewed for currency, accuracy, and completeness at least once per quarter.
2. Instructs Maintainer to update information on the Web server as needed.
3. Submits UCN-20297R1 to the TIO and the Office of Communications for reapproval of substantive content additions or changes as marked by the TIO, Classification Office, or Office of Communications.
4. Sends an email to the Administrator or the Administrator's delegate when the Information Owner or Maintainer changes.

Maintainer

5. Updates information on the Web server as instructed by the Information Owner and as designated on UCN-20297R1.

Administrator

6. Maintains the Web server according to UCN-20295R1.

Administrator/  
Office of  
Communications

7. Reviews information on Web servers periodically for compliance with Energy Systems policies.

**F. To remove an information area from a Web server:**


Information Owner

1. Instructs Maintainer to remove the directory and all files from the Web server.
2. Sends an email to the Administrator or the Administrator's delegate as notification that an information area has been removed.
3. Disposes of UCN-20297R1 as required by records management schedules.

Maintainer

4. Removes directory and files as instructed by Information Owner.

**Subject: Internet Servers and Web Information Release****RECORDS**

The following records are generated and maintained according to established Energy Systems records management practices and approved records inventory and disposition schedules. See the Records Management Home Page at  <http://www-internal.ornl.gov/info-policy/recmgt.htm> for more information.

Administrator

UCN-20295R1, "Information Server Registration"

Administrator or  
Administrator's  
delegateUCN-20297R1, "Approval Form for LMES Web Site Information" – working  
copy to be retained as long as needed

Information Owner

UCN-20297R1, "Approval Form for LMES Web Site Information"

Y-12 Plant Records

UCN-7721B, "Oak Ridge Y-12 Plant Information Control"

**SOURCE  
DOCUMENTS**

DOE Order 471.2A, "Information Security Program"

DOE Order 1360.2B, "Unclassified Computer Security Program"

Lockheed Martin Corporation CPS-201, "Release of Information"

Lockheed Martin CPS-710, "Protection of Sensitive Data"

Lockheed Martin Information Protection Manual